

**DIRECTORATE OF LOGISTICS  
INFORMATION PAMPHLET**

1. **PURPOSE:** To provide tenant and transient customer organization with basic information pertaining to Logistical Operations at Camp Roberts (CR).

2. **GENERAL:** This pamphlet was prepared by Directorate of Logistics personnel for customer organizations who are tenants of Camp Roberts or are conducting training at this facility. It is intended to reach user level (those personnel who will actually be conducting unit business with the DOL). It is periodically updated as required so it is recommended that customer units contact the appropriate office at least two weeks prior to operations at Camp Roberts.

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4. Directorate of Logistics

a. Phones

CAGNET: 68429

DSN: 949-8429

COM: (805) 238-8429

b. Address

Headquarters, Camp Roberts

ATTN: (DOL office symbols listed in directory)

Camp Roberts, CA 93451-5000

**DIRECTORATE OF LOGISTICS  
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Maneuver Training Center (MTC)  
Directorate of Logistics

**FULL TIME MANNING STAFF DIRECTORY**

Title/Section	Office Symbol	Bldg. #	Facility	Phone	FAX
Logistics Officer	DOL-LG	109		68429	68306
Logistics Supervisor	DOL-LG	914		68429	68422
Commodities Storage	DOL-LG-C	914		68297	68422
Supply Division	DOL-LG-S	914		68372	68422
Housing Division	DOL-LG-H	914		68313	68422
Transportation	DOL-LG-T	907		68280	68022
Fuels Branch	DOL-LG-F	914		68423	68133
Ammunition Branch	DOL-LG-A	14020		68231	68443
Property Book	DOL-LG-P	914		68492	68422
Repairs & Utilities	DOL-RU	3022		68326	68551

\*\* CAGNET Phones listed for DSN is 949-8XXX and for Commercial (805) 238-8XXX

Billeting (chargeable quarters) is no longer a DOL function. For assistance contact the Billeting Office at Camp Roberts at 68312.

There are two Hazardous Material Disposal Sites, one is located at the Mobilization and Training Equipment Site (MATES) on the East Garrison and the other is located in the warehouse area (south end of cantonment area) at the Organizational Maintenance Shop #21 (OMS 21) at Bldg. 932, phone number 68257.

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Maneuver Training Center (MTC)  
Directorate of Logistics

**M-DAY STAFF DIRECTORY**

<u>Title/Section</u>	<u>Office Symbol</u>	<u>Bldg. #</u>	<u>Facility</u>	<u>Phone</u>	<u>FAX</u>
Director of Logistics	DOL-LG	914		68056	68422
Property Book Officer	DOL-LG-P	914		68492	68422
DOL SGM	DOL-LG-SGM	914		68378	68422
Troop Housing	DOL-LG-H	914		68313	68422
Maintenance	DOL-LG-M	935		68437	68365
Plans & Operations	DOL-LG-PO	914		68429	68422
Supply Division	DOL-LG-S	914		68372	68422
Transportation	DOL-LG-T	907		68280	68022

\*\* CAGNET Phones listed for DSN is 949-8XXX and for Commercial (805) 238-8XXX

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**GENERAL INFORMATION**

1. ALL Organizations utilizing any of the facilities at Camp Roberts must first check in at Post Operations (Bldg. # 107) upon arrival. The unit representative will then receive a CR Form 316 "MTC In-Processing Form" (called the "mother may I" form). Each unit representative dealing with different entities of the Logistics Directorate MUST HAVE a copy of the 316 in their possession before any services or supplies can be provided to the unit.
2. ALL Organizations must also have or provide upon arrival "Assumption of Command" memorandum/orders and a current DA Form 1687 "Notice of Delegation of Authority – Receipt for Supplies" signed by that command for each class of supply requested. NOTE that the DA Form 1687 must have the "original signatures and initials on each copy"; do not use the carbon paper. Assumption of Command memo/order and DA Form 1687 for each class of supply may be forwarded directly to the DOL, ATTN: DOL-LG-S for distribution throughout the Directorate. However, it is recommended that the unit representative's hand carries these and turns in to each DOL section during Advance Detachment operations.
3. Non-California National Guard Organizations must also have a pre-approved DD Form 448 "Military Interdepartmental Purchase Request" (MIPR) or NAVCOMPT Form 2275, accepted by the United States Property and Fiscal Office (USPFO) for California for reimbursable support/supplies. No supplies or services can be rendered by the DOL until an approved copy of the reimbursable order is on file with the DOL-DRM (Resource Management). Contact DIS-R-B at (805) 594-6503 to establish projected cost analysis. Forward MIPR or NAVCOMPT to USPFO for California, ATTN: CAUS-BF, P.O. Box 8104, San Luis Obispo, CA 93403-8104 or call (805) 594-6232.
4. To ascertain Base Operations costs for training contact DIS-T at (805) 238-8434 for Camp Roberts.
5. To ascertain information and coordinate requirements for telephone and local radio frequency assignments contact DIS-IM-C at (805) 238-8345.
6. The Full Time Manning staff at CR is comprised primarily of "Excepted" Civil Service status personnel. The normal operating hours are from 0800 to 1630 Monday through Friday. Units training at MTC facilities should plan to accomplish their support requirements from the DOL within the normal business hours listed. The only regularly scheduled weekend duty personnel in the DOL is a Class III representative on Saturday and Sunday.
7. The final clearance approval authority for Camp Roberts is the DOL in building 914. During inprocessing, units will be provided with both a MTC Form 353 "MTC Installation Clearance Record" and a MTC Form 311 "MTC Personnel Usage Report". Both forms are required to be turned in before final clearance and signature will be given. The clearance form must contain "original" ink initials by each section the unit is required to clear and be signed by the unit commander or his representative.

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GENERAL INFORMATION

7. References

- a. CR Reg 210-4      Housing (TBP)
- b. CR Reg 210-5      Class II Issue and Turn-In Procedures (TBP)
- c. CR Reg 350-1      Training at Maneuver Training Center
- d. CR Reg 703-1      Installation Fuel Support
- e. CR Reg 703-2      Installation Spill Plan Procedures (TBP)
- f. CR Reg 710-1      Supply Policy and Procedures (TBP)
- g. CR Reg 710-2-1    Ammunition Procedures (TBP)
- h. CR Reg 710-2      Ammunition Amnesty Program (TBP)

(\* Note (TBP) is To Be Published)

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**CLASS I  
FOOD SERVICE OPERATIONS**

1. The Maneuver Training Center no longer operates a Troop Issue Subsistence Activity (TISA). It was replaced by the "Prime Vendor" delivery system.
2. California Guard units are required to order rations through normal supply channels whereby the vendor delivers the rations to the "unit" representatives at the Dining Facility building they have drawn from Post Housing.
3. Units other than California Guard are responsible for coordinating with a local vendor for their rations and delivery to their representatives as above. This includes request for ice and bottled water.
4. All units should contact DOL Housing no later than the Tuesday prior their Advance Detachment arrival to identify the buildings that will be assigned to them.
5. MTC does not operate a Consolidated Dining Facility. The 223<sup>rd</sup> Infantry Regiment (a training command) does maintain a consolidated dining facility at Camp Roberts. To inquire for possible support from the 223<sup>rd</sup> Inf. Rgmt contact the dinning facility manager (SSG Taylor) (805)238-8237 or CAGNET 68280.
6. Food service assistance may be requested through the Supply Division number listed in this directory.
7. Additional information can be found in MTC Regulation 350-1, paragraph 1-11.
8. Freezer capabilities for IDT Class I are available in Building 903 with 700' freezer and 300' refrigerator space. One reefer van is available for cooling capabilities. This van will be located in the industrial area. To coordinate uses of this van contact the Transportation Supervisor at (805) 238-8297 or CAGNET 68280 and SGT Taylor at (805) 238-8237.

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**CLASS II  
SUPPLY**

1. Janitorial Supplies are pre-positioned in lockers in each of the Administrative/Supply type buildings. If a unit desires access to the locker; a joint inventory will be conducted by the unit representative and the DOL Housing representative at the time the Admin/Supply building is issued. During building turn in another inventory will be conducted and the unit will be charged for those supplies, which it utilized. Use in this context means if a container was opened or an item used, e.g., mop head/handle etc., the item is charged to the unit. Units that do not draw an Admin/Supply building who require cleaning supplies must include a list of their requirements with submission of the MTC Form 307. These units will draw supplies directly from the Class II section in building 914.
2. There are also a limited number of "Self Help" tool kits available for issue at CR. Due to the limited number, tool kits will be issued to units on an as needed basis, for not more than a 24-hour period. Issue and turn in will occur daily (during major training events) at 0800 hours at the Class II section in building 914. (Customer unit cooperation is essential to ensure that all units that require this support have access to these tool kits within a day or two of their need).
3. Dining Facility supplies will be drawn from the Class II section in Bldg. 914. These requirements must also be listed with submission of the 307 form.
4. If the training organization has its own Support Battalion (or slice), arrangements can be made with the DOL by the senior command for a bulk issue to the CSS unit who in turn would perform issue/turn in for their supported units. Request for bulk issues to CSS elements must be submitted by the senior command not less than 45 days prior to the training event. (Contact the Warehouse Supervisor at CR, DOL-LG-C). If a bulk issue is not requested by the senior command, issues will be made to the Battalion/Separate Company level at Bldg. 914 on an appointment basis only. All cleaning and Dining Facility supply items issued by the DOL will be considered "expended and chargeable". All equipment items will be inspected at turn in and a Report of Survey is mandatory for final clearance and reimbursement actions on lost, damaged or destroyed property.
5. Linen is available for issue, however it is recommended that units bring their issued sleeping bags. Units should contact the Warehouse Supervisor at least 30 days prior to arrival to identify requirements and ascertain current charges for laundry and replacement costs for linen. Issue of linen is made at the Battalion or separate Company level only and requires an appointment for issue and turn in. Coordinate this with the Warehouse Supervisor.
6. Request for supplies from the DOL must be submitted on the DOL Supply Request Form. This form is frequently revised due to the changing availability of items in our warehouse. Contact the Warehouse Supervisor at least 30 days prior to arrival for a current FAX or e-mail copy of the form.
7. DOL does not have a sufficient supply of "buffers" at CR for each customer to draw and keep during their training period. Buffers will be issued on an "as needed" basis and returned to Class II each day so that they will be available to other organizations. During a major training event (e.g., a Support Battalion is on Post for two weeks or more) a number of buffers can be issued to them to support their customer organizations.

NOTE: Additional information contained under "Services" page 23, paragraph 3, "Administrative Supplies".



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CLASS III  
FUELS

1. Camp Roberts has an operational fuel facility. All fuel products drawn from this facility are reimbursable items to MTC. California National Guard units will have their usage billed to their OPTEMPO accounts through the USPFO for California. All Non-California National Guard units must have an approved reimbursement document from the USPFO for California prior to any fuel products being dispensed.

2. Availability of fuel at Camp Roberts (CR):

<u>MOGAS</u>	<u>DF2</u>	<u>JP8 (Aircraft &amp; Ground)</u>
RETAIL	NLA	CR for transient aircraft missions *
BULK*	NLA	CR for aircraft conducting Training
		Bulk for ground use

\*All organizations (including Aviation) that are conducting training at CR are responsible for performing “retail fuel operations” to their vehicles/aircraft from their organic fuel tankers. Separate Companies or other organizations, which are not supported by a CSS Class III, section may coordinate their special circumstances with DOL-LG-F DOL Fuels Branch. Organizations training under the mission of “Post Support” will coordinate their retail fuel requirement with the DOL Fuels Branch Supervisor.

3. The fuels facilities are required to track consumption rates by organizations because of billing requirements. (This is not a substitute for unit responsibility to monitor and forecast their fuel consumption. There is no report requirement on the DOL Fuels section to provide units with declining balance information). For California National Guard units this means that when they have reached their level of authorization for fuel (per USPFO), their fuel cards will be deactivated and no more fuel will be issued until USPFO approves additional expenditure. All DOD and non-DOD organizations fuel consumption will be tracked by DESC (Defense Energy Support Center). Fuel no longer belongs to USPFO / State of California, therefore; MIPER is no longer required.

4. During inprocessing, units who have indicated a requirement for fuel must coordinate with DIS-LG-F upon arrival for issuance of Post Fuel Cards. Only Post Fuel cards, which have been correctly programmed into the system, will operate either the “Retail” or “Bulk” pumps.

5. There are no Package POL products (oil, grease, etc.) available to customer organizations through the DOL. Units must bring a sufficient supply with them to support their operations.

6. Prices for fuels at the time of this publication are:

- a. MOGAS      \$1.12 per gallon
- b. JP8          \$0.91 per gallon\*

\*Includes sales tax. Units should contact DOL-LG-F at least two weeks prior to arrival for information regarding current prices.

7. Customer organizations are not authorized to draw bulk fuel in tankers with the intent to transport to their home stations for storage and use. Fuel to support convoy operations from CR to home station is authorized but must be approved by USPFO at least one week prior to departure.

8. During major training event it is essential that units forecast their fuel requirements at least sixty (60) days prior to their projected draw date. Resupply of the fuel facility involves scheduling of civilian contractors, most of who do not deliver on weekends. It is also critical that units accomplish their forecasted “bulk draw” as they scheduled it.

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**CLASS III  
FUELS**

Units who fail to draw on time could cause a situation in which the Post would have to cancel a delivery for lack of storage space, which in turn could cause a shortage of fuel later for other organizations. (In such a case, the situation would be reported to the Facility Manager and senior command on post for evaluation and prioritization of available fuel stocks left on hand).

9. Bulk fuel will not be issued to any organization until their vehicle is inspected for compliance with current HAZMAT requirements and both the Driver/Co-Driver prove they are properly licensed to operate the vehicle to include a picture ID and both have the correct hazardous material endorsement on their licenses. (This includes all bulk “tankers” for MOGAS and JP8 without exception).

10. Refueling of Rotary Wing Aircraft

a. Those rotary winged aircraft that are not being supported by their own organic ground fuel personnel and equipment may request support from the DOL Fuels section. This is accomplished by submitting a Prior Permission Request (PPR) as outlined in paragraph 5-28, CR Reg 350-1. A minimum of 24 hours is required in order to determine if there will be any personnel available to provide you with the requested fuel service. Inside the 24 hour window pilots will have to wait until the fuels personnel can be disengaged from scheduled mission tasks, prep the tanker for operation and move it to the refuel point.

b. PPR’s “DO NOT” include JP8 Bulk Fuel requirements. Bulk JP8 must be forecasted on the CR Form 307, which the unit submits for “each” training period.

c. All rotary wing aircraft can refuel on the main garrison at the designated refueling points. On the weekends when Roberts Army Field is manned, you will be required to follow their instructions as to parking and refueling. MEDIVAC aircraft in support of troops in training and only if their mission is to provide medical support will continue to park and fuel adjacent to the Troop Medical Clinic.

d. All aircraft must have an “identiplat” to receive retail fuel from the DOL Fuels section.

**NOTE TO ALL UNITS:** Loaded bulk fuel tankers (all fuel types) are not authorized to be parked anywhere within the area of the post buildings. The designated area for “loaded” bulk fuel tanker parking and performing retail supply operations to supported units, is the track vehicle park along the west side of the cantonment area. Tankers must be at least 100 feet to the west of Washington Ave., between Avenue 15 and South Dakota Ave. (excluding the immediate area around the wheeled vehicle wash rack).

The only exception to this policy is 1 JP8 tanker that is dedicated to the direct support of MEDIVAC aircraft. This tanker will be located at its designated parking area on the south side of the MEDIVAC helipad across from building 4019 where a “surveyed” grounding rod has been pre-positioned.

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**CLASS IV  
CONSTRUCTION MATERIAL**

1. MTC DOL does not provide barrier material for customer units training as this facility. Units must bring their own or arrange for local purchase of materials for their training exercise.
2. Construction materials are available at Camp Roberts only for MTC approved troop engineer or self-help type projects. Coordination must be established with the Directorate of Public Works (DOL-PW).

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### **CLASS V AMMUNITION**

1. The Maneuver Training Center (MTC) operates only one Ammunition Supply Point (ASP). It is located on the Camp Roberts facility in the vicinity of Grid 005621 (Camp Roberts Special Map) near the Camp Roberts Range Control Building. The ASP is the “only” authorized ammunition storage site on the installation therefore upon completion of training; all ammunition components and residue must be turned into the ASP for disposition. Under no circumstances will ammunition or residue be discarded, buried, placed in trash containers, abandoned or placed in the sanitary landfill.
2. Class V issues and ammunition/residue turn in are by appointment only.
3. Camp Roberts is not licensed to allow any unit to establish a “field ASP” while in the training areas. Ammunition, which is designated to be used on a specific range, may be maintained on the range until expended, provided that Range Control has given prior approval, and the unit maintains a 24-hour guard detail. Support Platoons/Support Battalions may also request on their MTC 307 Form, approval to establish “temporary” sites for Ammunition Transfer Point (ATP).
4. Absolutely no type of Class V is authorized to be maintained in the cantonment area without a specific written waiver by the Facility Manager and if approved, written notification to the Camp Roberts Fire Department regarding the exact location, types, and amounts.
5. Strict ammunition accountability will be maintained at all times. Ammunition will be issued from the ASP only on approved DA Form 581 and all ammunition will be returned to the ASP with the Unit Accountable Officer’s certification (DA Form 5811-R) if it was lost or damaged. (Requires the signature of the first LTC/05 or higher in the chain of command). Ammunition that requires special security measures will be closely controlled and managed by the chain of command.
6. To maintain proper accountability, commanders will develop comprehensive internal ammunition accountability procedures that are in compliance with governing regulations. (Non-Army organizations must comply with Army regulations pertaining to Class V as well as their own service branch requirements). Additionally, organization personnel who handle ammunition must be trained in the Ammo Handlers’ course and accountability procedures. Units that require assistance in acquiring this training can contact the regional Quality Assurance Specialist Ammunition Surveillance (QASAS) representative who maintains an office at Fort Hunter Liggett at (408) 386-2009 or OTAG Ammunition Manager at (916) 854-3743.
7. Units are responsible for ensuring that vehicles used for ammunition draw/turn in are in compliance with published requirements for transporting ammunition. Vehicle operators must have both the Ammunition Handlers and Hazardous Materials endorsements on their licenses. Vehicles must also have the correct HAZMAT Placards.
8. Two 10 pound serviceable fire extinguishers with underwriter laboratory rating of 10 bc or more, (seals intact), and correctly filled out DD Form 626 are mandatory for all vehicles transporting munitions from or returning to the ASP. THERE ARE NO EXCEPTIONS.
9. Only SSG (E-6) or above are authorized to sign for ammunition CAT 1 and 2. Turn in must be accompanied by the individual on the DA 1687.
10. Many problems are created when units open large quantities of ammunition prior to use, only to discover that firing has been completed, canceled or postponed. It is recommended that large quantities of ammunition not be opened in advance of a firing exercise. During firing, only the number of containers required for immediate expenditure should be opened. Whenever possible, ammunition that has been opened should be retained in the original containers and kept covered and protected from the elements and otherwise left as ready for turn in as is practical. (Bottom line, opened containers require much more time for performing a 100% inventory during ‘turn in’ to the ASP than those with original seals still intact. Turn ins are scheduled and units which do not meet their window time for turn in because of excessive inventory requirements due to opened containers will be “slipped”

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**CLASS V  
AMMUNITION**

behind other scheduled turn ins and required to remain at the ASP until their unit turn in can be completed around other scheduled units).

11. Amnesty Program. To encourage turn in of ammunition which is found on post, the installation has established an amnesty program and will accept any ammunition or components thereof found on post, without paperwork and with no questions asked. Items found which appears to be explosive "DUD" ammunition will not be touched, moved or handled in any manner. Duds suspected to be hazardous ammunition and or components will be left where found, overwatched where possible if found anywhere outside of an impact area (for others safety) and immediately reported Range Control ext. 68269. Range Control will investigate potential immediate hazard to troops training in the area and report the item to the Explosive Ordnance Disposal Detachment for further investigation and disposition. The Amnesty Box (located outside the ASP gate at) is intended for "non-explosive" munitions (generally .50 cal and below). Any device (munitions), which has the potential to ignite/explode, should be treated as a "DUD" and reported as outlined above.

12. DA Form 581 (Request for issue and turn in of Ammunition) will be processed through CAOTAMMO and USPFO prior to submission to the ASP. This will ensure all information provided is correct to include unit's UIC (Unit Identification Code) and Training Event Code (TEC). UIC's and TEC's must be valid to prevent rejection of computerized data submitted to the Depot.

13. When a unit is turning in brass and residue material, an individual (E-5 or above) who is on the unit's DA Form 1687 signature card must be present with the unit detail or the unit will not be admitted into the ASP. Signature cards and one copy of the unit Assumption of Command MEMO/Orders must be on file in the ASP.

14. Units will ensure that material is properly segregated, classified and counted PRIOR TO arrival at the ASP for turn in. (Units that are not prepared will be slipped behind other scheduled appointments). "Live Ammunition" and "Residue" must be transported in separate vehicles. Unit vehicles/drivers will be inspected by the ASP personnel to ensure compliance with published requirements before being permitted to accomplish turn in. ASP recommends those units purchase banding material for shipment into the ASP (e.g. live).

15. Ammunition management is a command responsibility that cannot be delegated. Command emphasis at all levels is essential to ensure that ammunition is controlled, accounted for and used for its intended purpose and that soldiers, their families and the local community are not endangered or harmed through negligence, theft or unauthorized use of any Arms, Ammunition and Explosives (AA&E).

16. All units must furnish the necessary transportation and personnel for handling all issues and turn ins.

17. Units must contact the ASP directly to schedule appointments for issue/turn in times. Up to 7 days prior to draw, units have the flexibility in adjusting their draw amounts and types provided they make direct contact with the ASP to coordinate the modification (not to exceed types, amounts authorized by their DA Form 581). This can only be done through an E-7 or above on the DA 1687. Less than 7 days prior to draw, adjustments will not be accepted and units will be issued everything they requested which was on file one-week prior.

18. If a Report of Survey is required during the turn in process, it will be completed and turned into the ASP prior to the unit being given clearance. If a required Report of Survey or DA Form 5811-R or both are not turned in by an organization during Post clearance operations, the unit will be "flagged" from receiving any ammunition from the ASP in the future until the necessary actions are accomplished.

19. Additional information can be found in the references listed in the "General Information" section.

20. Units training at Camp San Luis Obispo which are drawing and turning in Class V at the ASP must ensure that their vehicles and operators comply with all HAZMAT regulations and Federal/State laws for transporting ammunition on public highways. Any questions or doubts please call the ASP for clarification.

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**CLASS VI  
PERSONAL DEMAND ITEMS**

1. CR does not provide Class VI items for customer organizations.
2. Class VI items may be purchased (at soldier/unit expense) from the Post Exchange operated by AAFES.
3. AAFES no longer operates a Snack Bar on Camp Roberts on a routine basis. Snack Bar (Café Bob) is operated by NCI Affiliates. The hours of operation are Monday thru Friday 0700-1400 hours.

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**CLASS VII  
MAJOR END ITEMS**

1. CR no longer maintains a Government Services Administration (GSA) fleet of vehicles for loan to customer organizations. Units who require commercial type vehicles for their mission must bring their own GSA vehicles or arrange with a local vendor for rental vehicles.
2. CR does maintain a limited number of tactical vehicles (M1028 and M1009) which are available for loan to "Installation Support" organizations. (E.g., units that are here to assist the CR in providing support to customer organizations). These organizations are still subject to the requirements of submitting a CR Form 307 identifying their project support requirements from the installation.
3. The CR mission is supported with vehicles that are owned by the State of California. These vehicles are for Post Operations and are considered as official vehicles in the conduct of those missions. They are also considered as "Government Vehicles" for the purposes of parking in such designated slots.
4. Other types of Class VII items (refrigerators, TVs, etc.) may be available to customer organizations depending on the current operational status. Units that are interested in what is available should contact the Property Book Officer or Property Book Custodian for information of current available stocks and operational status.

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**CLASS VIII  
MEDICAL SUPPLIES**

1. MTC does not provide Class VIII Medical Supplies to customer organizations. Units must coordinate with their own medical support organizations to acquire their “basic load” of medical supplies and for re-supply.
2. Installation Support Medical Organizations which are performing duty on Post to operate the Troop Medical Clinic (TMC) in Bldg. 4050 at CR is Madigan Army Medical Center. Must request support at least 60 days prior to arrival to support units.
3. Customer units are advised that the TMC supplies are for the TMC operation “only” and that the TMC will not have stocks available to re-supply visiting medical platoons/companies.



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**CLASS IX  
REPAIR PARTS**

1. MTC does not provide Class IX Repair Parts for visiting organizations.
2. Installation Support organizations which are utilizing MTC equipment must conform to the published requirements governing that equipment (e.g., dispatching procedures, daily PMCS, submission of DA Form 2404s for repairs, etc.).
3. Non-California National Guard organizations (not in support of installation operations) which request use of CR equipment must include in their reimbursement document projected funds for expenditure toward man-hours, parts and or replacement of equipment that is lost, damaged or destroyed while in their possession. (This would include man-hours for vehicle recovery operations). There is also a daily usage fee on each piece of equipment.
4. Non-California National Guard organizations which have requested vehicle support from the Mobilization and Training Equipment Site (MATES), Camp Roberts must coordinate directly with the MATES, (805) 238-8177, regarding requirements for usage, equipment costs and reimbursement of Class IX and man-hours expended to support borrowed equipment.

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**SERVICES**

**1. TROOP HOUSING**

- a. The Troop Housing office at Camp Roberts is located in building 914. Building/facilities issues are conducted on a first come first serve basis.
- b. Building assignments are made based upon considerations pertaining to Command and Control elements, type units and quantity of soldiers.
- c. Normally the DOL Housing section will issue buildings to Battalions or separate Company level only during major training events (e.g., Division or Brigade level operations) the senior command may request a block issue of all the buildings/facilities, which will be assigned to their organization. In this case that command assumes responsibility for allocating space to their subordinate organizations and for accomplishing post clearance of all the buildings/facilities it drew from Housing. (Note, allocation of available buildings/facilities by the Housing section is based upon submission of the CR 307 Form on a “first come, first serve” basis. Organizations which do not submit their 307 forms in a timely manner may discover that the buildings/facilities they are requesting are not available due to scheduling assignments of previously submitted requests).
- d. A current DA Form 1687 and unit Assumption of Command Memo/Order must be on file with the Housing section before buildings/facilities will be issued.
- e. When sufficient BOQ/SEQs are not available through the Billeting Office, the senior command present for training will be responsible for allocating barrack space for the Company Grade Officers, Senior NCOs and enlisted females within its troop area.
- f. Tentage, concertina (or barged) wire and camouflage netting is not permitted in the cantonment area. Exceptions to this policy must be submitted in writing to the Facility Manager for approval.
- g. Mattress covers are provided in the barracks. Should they be soiled, torn, or otherwise unserviceable during barracks issue inspection, they may be exchanged at the DOL, Class II officer located in Bldg. 914. Unserviceable mattress covers found during building turn in will be charged to the using unit for cleaning, repair or replacement as required.
- h. During major training events (two weeks or longer) unit representatives must draw their buildings/facilities from the Housing section NLT 1600 hours on Friday prior to the start of the training during their Advance Detachment operations.
- i. **Buildings are equipped with a “standard” issue of property. This property is charged to the building in which it is located and will not be removed for use elsewhere or exchanged with any other pieces of property from other buildings. (If it is not there at turn in or is broken, the unit will be charged for it). Additional office furniture may be requested through the DOL Class II office.**
- j. Swamp coolers and telephone (if installed) will be included on the building hand receipt.
- k. Requests for additional dining facility equipment/supplies may be submitted to Housing. If available, issue will be by hand receipt on a “first come, first serve” basis of available warehouse stocks.
- l. Janitorial supplies have been covered in the Class II section of this pamphlet.
- m. During building issue, it is the unit’s responsibility to identify inoperative/missing light bulbs. The Housing representative performing the building issue will issue shortages. After that, bulbs are replaced on a direct exchange basis (inop for new one) with the DOL.

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n. Parking for both Tactical and POVs is restricted primarily to DESIGNATED PARKING AREAS.

(1) At Camp Roberts:

(a) Along the parade field (no farther in than 50 feet from the roadway but at least 5 feet off the roadway).

(b) In the dirt area off the west side of the cantonment area across the roadway (known as the track vehicle park) but not between the roadway and the wheeled vehicle wash rack for the length of the wash rack.

(c) OFF LIMITS: No vehicles are authorized to be parked within 25 feet of "ANY" building. The open area between the 4000 and 5300 blocks (facing the TMC) is a building "fire break" area; therefore parking constitutes a Post Safety violation. Parking violations are subject to Provost Marshal actions, to include towing and impound at owner's expense. The Post would impound tactical vehicles.

o. Repair of Buildings, Utilities and Installed Property

(1) All Work Orders for building maintenance will be submitted to DPW at Camp Roberts, phone 68217, by the units that have signed for the building immediately upon determination of need. Work is accomplished on a first come, first serve basis with consideration to troop safety first warranting higher priority. Work Orders should be submitted through the organization's Logistics chain (BN/BDE S4) to the Facility Engineers so that the command has a means for tracking and establishing priorities for work orders submitted from their organization.

**(2) Damage to Real Property and installed equipment (other than fair wear and tear) will be assessed by the Facilities Engineers and repair/replacement costs will be charged to the using unit's account unless the using unit submits prepared documentation necessary for accountability/serviceability reimbursement on a responsible individual. (Such as a Report of Survey) Settlement must be accompanied before final Post clearance will be given.**

(3) Installation, modification, disassembly and or removal of real and installed property by the units/individuals is prohibited.

(4) Each unit is responsible for removing the trash and garbage from their buildings and surrounding areas prior to turn in clearance. The "BLUE" dumpsters located around the cantonment area are for recyclable material "ONLY". Contact DPW if trash or recycle dumpsters need to be emptied.

(5) Unit distinctive signs, bulletin boards, etc., may be displayed around unit buildings but cannot be "affixed" to the buildings with nails, rivets or other fasteners, which will damage the building. Such items are not available from the Post, units must bring their own and the Post takes no responsibility for the loss, damage or destruction of such unit items. The unit must remove all such items before final clearance of their areas will be given.

(6) All pallets will be removed from the building areas (safety issue) and placed at the north end of Bldg. 968 in the warehouse area.

## 2. TRANSPORTATION

a. CR does not have an Installation Transportation Office for assisting personnel with travel arrangements, processing PCS moves, coordinating/contracting for commercial carrier transport. All such assistance should be directed to the USPFO for California, Transportation Officer, located at Camp San Luis Obispo, CAGNET 66297. Carlson Wagonlit (current government contract agent for official travel) also maintains an office at CSLO in Bldg. 620 phone (805) 781-8344.

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b. MTC no longer maintains a GSA vehicle fleet for installation and customer use. A limited number of tactical vehicles and military busses are maintained for installation support missions. (SEE Class VII page 16)

c. Commercial Freight and UPS Shipments

(1) All commercial carriers (excluding ammunition transporters) and UPS/FEDEX shipments will be delivered to the Shipping and Receiving warehouse Bldg. 907. No commercial freight deliveries are permitted within the main garrison without prior coordination through Dol-LG-T, CR at Bldg. 907. (This restriction does not apply to Class I vendor deliveries to unit mess halls)

(2) Units that plan to utilize bulk freight (UPS/FEDEX shipments for Class IX, personal packages, etc.) are required to coordinate with receiving personnel and provide the following:

(a) Expected arrival date at Camp Roberts

(d) Unit and POC name at Camp Roberts

(e) Unit building and duty phone number at Camp Roberts

This is necessary to ensure unit personnel properly identify freight for later pickup. Note DOL does not have the personnel resources to deliver. Parcels that are left more than 10 days at Shipping/Receiving warehouse will be returned to sender.

(3) The shipping address label for sending packages to Camp Roberts is:

Camp Roberts, Bldg. 907  
ATTN: (unit or POC name)  
(unit home station phone number)  
Camp Roberts, CA 93451-5000

d. Rail Facilities:

(1) Camp Roberts has 2 functional railheads. They are located near the Union Pacific Transportation Company's (UPTC) "McKay" siding.

(2) Staging areas for equipment must be coordinated with the DOL Transportation section in Bldg. 907 prior to occupation.

(3) Camp Roberts does not have a switch engine. These requirements will be coordinated with UPTC by the unit's/exercise's Supporting Installation and requires a minimum of 15 workdays in advance coordination.

(4) The East Garrison Rail Head (tracks 2637 and 2639) is approximately 5 miles north of the Main Garrison railhead and services the Camp Roberts MATES. Both can accommodate approximately 18 cars each. Both sidings are serviced directly from the main line.

(5) The Main Garrison Rail Head (track 2670 and its switches) service the Camp Roberts Industrial (warehouse) area with approximately 5 miles of track with 11 operational switches and 2 end/side docks suitable for both flat and box car traffic. The size of the rail yard allows operations to take place on post without interfering with the UPTC main line.

(6) Track 2673 can accommodate 5 cars at the end/side dock utilizing circus style loading and unloading operations. It can serve up to 24 cars at a time and this ramp has access to tank tails.

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(7) Track 2675 can accommodate 2 cars at the end/side dock. This ramp has limited use for circus operations but are ideal for boxcar and crane operations.

(8) Additional track storage of approximately 114 cars is available with the use of portable ramps and additional circus loading areas are available.

(9) Both the Main and East Garrison Rail Heads provide adequate room for use of MHE and crane operations.

(10) Camp Roberts does have adequate lighting for night operations in most areas. Commercial light towers, equipped with generators can be contracted if necessary.

(11) Camp Roberts does not have BI-Level loading capability but portable ramps are available from UPTC and other resources if needed.

(12) Due to engineering restrictions only 4 axle engines can operate within the Main Garrison railhead. There is no restriction on the East Garrison.

(13) Camp Roberts does have a limited number of spanners for circus style rail loading operations but they are not available for off-post use.

(14) Limited container handling equipment (MHE and cranes) is available at Camp Roberts and support must be coordinated in advance with DOL-LG-T.

(15) All other equipment and personnel are the unit/organization's responsibility. Camp Roberts does not stock blocking, bracing, packing, crating, and tie-down materials (BBPCT) or tool kits for unit use.

(16) Camp Roberts transportation will be informed of all planned inbound or outbound rail movement operations. Movement of equipment is the responsibility of the shipping or receiving unit/organization. Transportation will provide technical assistance and act as a liaison with Union Pacific Railway.

e. Truck loading/unloading

(1) Main Garrison has loading docks that will accommodate low and standard bed trailers in the Industrial area and are available with prior coordination with the transportation office.

(2) East Garrison has one dock that can accommodate low and standard bed trailers.

(3) Units must provide all support for the loading and unloading of trucks and most areas are lighted for night operations. Holding areas are available but are not secure.

f. Commercial Bus Service

(1) There is no bus terminal at Camp Roberts but local service information is available from the Greyhound Bus Line, commercial number (800) 231-2222.

g. Commercial Air Service

(1) The Paso Robles and San Luis Obispo Municipal Airports serve Camp Roberts. Only San Luis Obispo airport is served by commercial air carriers. All scheduled service is by light commuter aircraft

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**3. LAUNDRY**

- a. No laundry services are available outside of those provided by AAFES (launderette) on Camp Roberts. Launderette is located in Trailer next to building 120. During large training events, the senior HQs can arrange with AAFES to operate a "Cleaners" service for uniforms.

**4. BATH**

- a. Camp Roberts Range Control has responsibility for scheduling, issue and turn in of the fixed field shower. The shower point is located near Sherwood Forest, vic. Grid GQ008635.

**5. PORTABLE LATRINES**

- a. Camp Roberts

(1) Camp Roberts has a limited number of trailer mounted portable latrines for issue through the Commodities Storage Branch at Bldg. 914. Units must request this equipment on their CR Form 307. The trailers will be inspected and inventoried at the time of issue by DOL personnel and the using unit representative and any damage/shortages noted will be recorded on a DA Form 2404.

(2) At turn in, the receiving DOL personnel will identify any new damage or losses and will utilize DA Form 2404. Any new discrepancies noted which appear to be the result of negligence, will require a Report of Survey, DA Form 4697 from the using unit before final Post clearance will be approved. Trailers must be clean and "emptied" at the time of turn in. Inquire with the Commodities Storage Branch at time of issue regarding current authorized waste disposal procedures.

(3) During major training events, the senior headquarters (Bde or Div level) may request a "bulk issue" of a number of latrine trailers to support their subordinate units. This request must be submitted to the Commodities Storage Branch at least 60 days prior to the training exercise. When a bulk issue is requested, individual requests for trailers from units assigned, attached or OPCON to that senior headquarters will not be accepted. The CR Form 307 must contain the identity of all subordinate organizations including Battalions separate company, CS and CSS elements. The senior headquarters assumes responsibility for supporting their subordinate units from the bulk issue number. Bulk issue quantity is dependent upon the number of "serviceable" trailers available and the total number of customer organizations during a designated time frame. (E.g., number of organizations that do not belong to the senior headquarters requesting the bulk draw, which are conducting training during the same time frame).

(4) During peak training months (normally the summer) troop density on post can exceed available latrine trailer resources. As a rule of thumb, the trailers (which are double seats) can support 100 PAXs per day, if dumped daily. (E.g., 2 trailers per 100 PAXs per day if dumped every other day). During periods of high post usage, units should plan on there being a shortage of latrine trailers at DOL and be prepared with alternate means of support.

- (5) The facility has an existing contract with a locale vendor for maintaining rented porta pots.

**6. HAZARDOUS PRODUCTS/WASTE PROCEDURES**

- a. Waste oil containers will be coordinated with Organizational Maintenance Shop #21 (OMS #21) Bldg. 932, ext. 68256 at. Containers will be picked up and returned by the customer. Fifty-five gallon drums will be issued to all units.

- b. No small containers (plastic, cellophane bags, etc.) will be placed into waste oil containers.

- c. Turn in of waste oil containers will be coordinated with the OMS listed in paragraph 6a above. Waste drums will be place on pallets when they are returned to the OMS.

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d. Normal OMS hours are 0800-1630, Monday – Friday. Issue and turn in of waste oil product containers requires a 2-hour lead-time.

e. Waste oil that has been contaminated with fuel will be put into the waste container but will be stored separately and turned into the OMS with a list of fuels in the contaminated oil.

f. The following materials are considered hazardous and require special handling and disposal. In most cases the material will be collected at Battalion level and turned into the OMS as described above. If the situation requires additional storage barrels, they can be drawn as needed.

(1) Oil and fuel filters will be drained and the contents placed in the appropriate containers.

(2) Exhaust system components; tail pipes will be cut into three pieces.

(3) Vehicle shocks

(4) Oil rags

(5) Grease sweep (absorbent materials)

(6) Antifreeze

(7) Drained POL and other products will be segregated by type.

(8) Sulfuric (battery) acid when drained will be recovered in an approved container.

g. Petroleum spills of bulk POL products will be controlled and reported as outlined in REG 703-2.

(1) Potential sources of spills are fuel dispensing points, tanks/trailers, and fifty-five gallon drum storage sites.

(2) If a spill occurs, locate its source and stop it. Close valves, shut off pump or whatever means are available. Direct all vehicles away from the area.

(3) Contain the spill to the smallest possible area.

(4) For small spills that can be quickly contained, spread absorbent material over the spill. Periodically turn the material with a shovel to provide maximum saturation. When absorbent is well saturated, shovel waste into plastic bags.

(5) For large spills, contact the Camp Roberts Fire Department at ext. 68220.

(6) Report all spills to the Environmental Office at Camp Roberts at ext. 68418.

h. All empty oil containers that are generated by training units will be drained prior to turn in to OMS #21.

**7. TURN IN CLEARANCE PROCEDURES UPON COMPLETION OF TRAINING**

a. All post clearance inspections and turn ins will be by appointment only. Units are expected to make turn in appointments NLT the time of issue. A meeting will be held during Annual Training periods on Tuesday of each week for those units departing the following Friday or Saturday. Coordination and scheduling of appointments will be made for the turn in of all buildings, linens, and other property at that meeting. S4's or their representative

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should attend to pick up final clearance forms. During other periods, individual coordination for clearance should be made with the Building Issue Office, Bldg. 914.

b. Physical inventory and building inspection will not be attempted until the main body of troops has departed the area to be cleared. Personnel and clearance time on days of departure are critical. If property and buildings are not properly prepared and ready for clearance at the designated time, the organization/unit will be rescheduled to the bottom of the clearance schedule list. It is recommended that a detail of 12 personnel from each organization/unit departing be left under the control of the unit clearing officer or the S4 until final clearance is granted.

c. All barracks, mess halls and Battalion administrative buildings will be waxed and buffed when issued for a period of 5 days or more.

(1) Areas to be cleared must be free of all bottles, paper, milk crates, and cartons, cans, pallets, and trash. Area police will be the responsibility of the using unit and clearing party will make a last minute check. All cleaning supplies must be removed from the building.

(2) Trashcans (55 gallon) will be cleaned and placed inside the latrine of each barracks.

(3) Trashcans will be cleaned and placed inside the dining facility, right side up with lids off.

(4) All field wire installed by the using unit must be removed from the area.

(5) A physical inspection of all areas utilized in the cantonment area will be made prior to the final clearance being granted.

(6) Buildings will be inspected by an installation representative prior to being secured.

(7) All utilities will be turned off.

(8) All windows will be closed with screens properly replaced. If screens are damaged, they should be placed inside the latrine.

(9) The main door for entry will be secured with an installation lock.

(10) For units who drew pantries, in case of a break in to the dining facility, units may be held liable for items in the pantry if it was not secured. At turn in, a 100% inventory will be conducted by the DOL for lost, stolen, damaged and or destroyed items before the pantry will be accepted and secured with an installation lock.

d. Property and supplies issued by will not be taken to home station. As a result of the turn in inventory, the organization/unit will be charged for property and supplies that are not present in the building. The S4 or his representative should review the condition of all assigned buildings prior to installation personnel checking the area.

e. Installation personnel will continue with their scheduled clearance of the building and will not wait for units to correct the major deficiencies.

f. Buildings, attachments, or utilities systems will not be altered or modified in any way.

**8. ACCOUNTING FOR PROPERTY**

a. It is the responsibility of the unit clearing to complete all necessary adjustment documentation pertaining to lost, damaged or destroyed installation property, which was signed for by their unit personnel before final post clearance, is granted. It is suggested that the BN S4 or separate company supply sergeant and sufficient clerical personnel (with typing skills) be retained with the rear detachment for this purpose.



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b. A unit Officer/Warrant Officer representative for acknowledgment will sign for all shortages by stock number, nomenclature, and unit of issue, quantity short, and unit price and total price.

c. In addition, a Report of Survey (DA Form 4697) will be prepared by the “using” organization for installation property book items that are lost, damaged or destroyed by the using unit personnel. A sample Report of Survey can be furnished by the Property Book Office in Bldg. 914 to assist units in preparing their survey(s).

d. The Property Book Office Bldg. 914 is the final clearance point for units training at Camp Roberts. Once the property accountability requirements are resolved and any necessary paperwork turned into the Property Book Office/Logistics Office final Post clearance can be issued.

**9. FINAL POST CLEARANCE**

a. Final clearance requires the unit to accomplish all the necessary actions at each location identified on their MTC Form 353 “MTC Installation Clearance Record”. The clearance form must contain original ink “initials” by installation personnel for each Post section designated on the form requiring clearance. (No photocopies of the clearance form will be accepted for Final Clearance). It must also contain the original ink signature of the clearing unit commander (or designated representative).

b. Final clearance requires submission of the MTC Form 353 and MTC Form 311, “MTC Personnel Usage Report”. The DOL representative in Bldg. 914 will issue final clearance.